



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

March 24, 2011

Mark Mahoney  
Clerk of the House  
Illinois House of Representatives  
402 State House  
Springfield, IL 62701

Jillayne Rock  
Secretary of the Senate  
Illinois State Senate  
401 State House  
Springfield, IL 62701

Re: Annual Report pursuant to 815 ILCS 530/25

Dear Clerk Mahoney and Secretary Rock:

The Department of Commerce and Economic Opportunity (DCEO) is sending this annual report pursuant to 815 ILCS 530/25.

On March 3, 2010, DCEO discovered that it had inadvertently posted on its website statutorily mandated reports that included the social security numbers (SSNs) of several DCEO employees. As a result, DCEO submitted a notice to the General Assembly of a breach of the security of the system data. This notice included a plan for corrective measures.

Pursuant to that plan, DCEO successfully worked with the Legislative Audit Commission to modify the TA-2 Report form to limit the form's request for SSN information to just the last four digits. Further, DCEO implemented a new policy with new controls to prevent a similar breach. Specifically, DCEO's Office of Accountability now requires the appropriate Deputy Director to specifically affirm that any statutorily mandated report either includes no sensitive personal information or that such information has been redacted. As a further control, DCEO's Office of Accountability then manually reviews the report to re-confirm that no sensitive personal information is included. Only then can the appropriate Deputy Director submit the statutorily mandated report to DCEO's Office of Information Management for posting on DCEO's public website. DCEO's Employee Policy Manual, Section 3.8, specifically addresses the handling of

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"identity information" by DCEO employees. Further, Chapter 7 of the Policy Manual specifically details employee responsibilities, and other policies, concerning information technology and computer equipment, including the proper use of laptops and USB drives with password protection, physical security, etc. Additionally, Section 7.18 of the Policy Manual specifically addresses compliance with the Personal Information Protection Act.

Going forward DCEO, through its Office of Accountability and Office of Internal Audit, will be conducting risk assessments, including a risk assessment concerning security of confidential information. These risk assessments will review and evaluate DCEO's internal controls and make recommendations, if necessary, to improve such internal controls, including internal controls related to security of confidential information. Furthermore, DCEO will adopt its policy to implement the Identity Protection Act prior to June 1, 2011, and will provide a copy of such policy to the Social Security Number Protection Task Force pursuant to 5 ILCS 179/37. DCEO's policy implementing the Identity Protection Act will include training for all DCEO employees with access to SSNs in the course of their duties on proper handling of information that contains SSNs from the time of collection through the destruction of such information.

If you need additional information or have any questions, please do not hesitate to contact me.

Sincerely yours,

Gail A. Niemann  
General Counsel  
(312) 814-1904



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